

CHAPTER 15 DISCRIMINATION/HARASSMENT POLICY AND PROCEDURE**15-1 Prohibition Against Discrimination/Harassment****15-1 Prohibition Against Discrimination/Harassment**

Federal and state laws prohibit discrimination because of race, color, religion, sex (including gender), pregnancy, national origin, age, or disability in all employment practices, including the terms, conditions, and privileges of employment. The policy of the City is to avoid all such prohibited discrimination or harassment in the workplace, and that all employees are entitled to work in an environment free from any such prohibited discrimination or harassment. Such discrimination or harassment is a prohibited employment practice and will not be tolerated, and perpetrators are subject to disciplinary action.

Any employee who believes that he or she has been subjected to discrimination or harassment based on race, color, religion, sex (including gender), pregnancy, national origin, age, or disability, or who is aware of such an occurrence, has the obligation, duty and right to report to one of the following individuals: the Human Resource, the Executive Assistant to the Mayor, the Senior Center Director, or the City Attorney. (If allegations concern the Human Resource Coordinator, they should be reported directly to the Mayor.) All complaints should be made as soon as the objectionable conduct or language first occurs. The Human Resource Coordinator will then investigate the allegation with the help of the appropriate supervisory personnel and make a written report of his/her findings to the Mayor and City Council, together with any corrective actions proposed or undertaken.

All such complaints will be investigated and, if the investigation indicates that discrimination or harassment has occurred, appropriate action will be taken. Confidentiality will, to the extent practical, be protected. The City will make every reasonable effort to keep the identity of the reporting person confidential, but confidentiality cannot be guaranteed.

An employee who is accused of such discrimination or harassment shall not question, coerce, intimidate or retaliate in any way against the person making the report, against the person who was discriminated against or harassed, or against any person who provided information concerning the complaint. All employees shall cooperate fully in any investigation of discrimination, harassment or retaliation.